



SHINCY T

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Profile

Finding a satisfying position where I can perform my skills within an appreciated pattern and also secure a rewarding and challenging positions in the fields of Accounting and HR related jobs with an organization which leads to increase responsibilities and career development.

Academic Qualification

- **Professional Diploma in Indian and Foreign Accounting with SAP FICO (PDIFAS). International Association of Bookkeepers (IAB).**
 - ‘2022 - 2023’ – From **GTEC Computer Education**, Pathanapuram, Kollam.
- **Post-Graduation in MBA HR**
 - ‘2019-2022’ – **School of Distance Education from Bharathiar University**, Coimbatore, Tamilnadu.
- **Graduation B.com CA**
 - ‘2016–2019’ – Passed from **St. Cyril’s College** (Kerala University), Adoor, Pathanamthitta.
- **HSE**
 - ‘2014–2016’ – From **Govt. Boys Higher Secondary School** (Kerala Board), Adoor, Pathanamthitta.
- **Matriculation**
 - Passed in 2014 – From **St. Mary’s Higher Secondary School** (Kerala Board), Adoor, Pathanamthitta.

Personal Details

Date of Birth : 20th March 1999
Gender : Female
Religion : Christian
Nationality : Indian
Marital Status : Married

Passport Details

Passport No. : V8788027
Expiry Date : 05/04/2032

Work Experience

- **2 Year experience as a Junior Accountant in Aromal Auto craft Private Limited, Bharanicavu, Kollam '2020 – 2022'**

➤ Responsibilities to managing accounting transaction, reconcile accounts receivable and payables, ensure timely bank payments, preparing and computing payroll.

Technical Skills

- Have excellent verbal and written communication skill.
- Proficient in MS Word, Excel and PowerPoint.
- Proficient in Tally ERP 9.
- SAP FICO.
- Peachtree
- Manual Accounting.
- Excellent leadership skill with ability to lead team and administration.
- Ability to understand requirement; willing to explore and quick to understand.

Language Known

- English
- Malayalam
- Tamil
- Hindi

Hobbies:

- Listening to music
- Travelling
- Cooking
- Reading

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place :

Signature

Date :